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17 June 1948

TO :

FROM:

[Redacted]

CONFIDENTIAL

During the course of our conversations, with respect to the administrative functions of your office, several suggestions were advanced by the undersigned for application, as you see fit, in the best interests of the office. Although they have already been mentioned to you or [Redacted] the following items appear worthy of repetition:

1. The Personnel Branch is desirous of receiving detailed explanatory statements in support of future personnel actions requested by your office. Also, wage studies should be submitted to the Branch with respect to future local appointments and adjustments in salaries now paid local appointees.

2. The Executive for Inspections and Security requires a listing, by name and nationality, of the individuals both in and out of your office who see the [Redacted] accounts and related papers.

3. Specific questions with respect to property matters should be presented to the Services Branch. It is understood that questions now exist in connection with certain unserviceable and surplus items.

4. Two advance copies of each payroll, showing complete disbursing information, should be forwarded to the Budget and Finance Branch. [Redacted] [Redacted] should be shown on all accounts in lieu of the name of the parent organization.

5. Consideration should be given the delegating of authority to a member of your staff to act and sign for you in the issuance of travel orders, the certification of true copies of various documents required in connection therewith, and administrative certification of travel vouchers. Such designation should be made in writing and forwarded to the Budget and Finance Branch.

6. Form 34-14, Report of Estimated Obligations, for the 1949 fiscal year, should be submitted to the Budget and Finance Branch at the earliest possible moment.

My stay [Redacted] has been very enjoyable and it is hoped that we meet again in the near future. The friendship and cooperation extended by you and your entire staff is deeply appreciated. In the event I can be of any assistance to you whatsoever, please do not hesitate to contact me.

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/s/ [Redacted]